



# Mauna Kea Soil & Water Conservation District

Date: Wednesday April 14, 2021

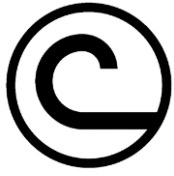
Time: 4:00 P.M.- 6:00 P.M.

Place: Board meeting will be held through Microsoft Teams. Please contact MKSWCD at (808) 885-6602 ext. 102 or at [mkswcd@gmail.com](mailto:mkswcd@gmail.com) to get the Microsoft teams link

**Start: 4:08 PM**

- I. Approval of Agenda- Approved**
- II. Approval/Review Minutes- 2/10/2021**
  - a. Change Ponoholo Ranch trough gallons from 50 to 500
  - b. Approved
- III. Treasurer's Report** Lau
  - a. No activity on accounts except for county for payroll
  - b. Approved
- IV. Chairman's Report- None** von Holt
- V. Committee Report- None**
- VI. Farm Dwelling Review- None**
- VII. Sub-division Review-None**
- VIII. Agreements/Contract Approval**
  - a. Cooperative Agreement- None
  - b. Plan Approval-None
  - c. Plan Revision- None
  - d. Plan Update- None
  - e. Plan Cancellation- None
- IX. Reports, Correspondence and Announcements** Cook
  - a. NRCS
    - i. Program update
      1. Programs
        - a. Outreach for CSP

67-1185 Mamalahoa Hwy., Suite H-148 Kamuela, HI 96743  
808-885-6602 ext. 102 FAX 855-878-2456



## Mauna Kea Soil & Water Conservation District

b. 9 applications will probably fund half

### 2. LWG

- a. Held on 4/14/2021, went well. Got a good turn out.
- b. Came up with resource concerns important to the community
- c. There will be more meetings to discuss the resource concerns

### 3. Personnel

- a. Kayla who was Hamakua SWCD personnel now with NRCS in Waimea
- b. Requested for a program specialist for Waimea but it did not go through

### b. Conservation Specialist/Administrative Assistant

Fernandez

- i. 7 intakes
- ii. NRCS meetings for COVID updates (office capacity and visitors. At 50% (5 employees in office and visitors by appointment only. Will check for board meetings), program calls about contracting, and program updates
- iii. Met with Jennifer to go over forest bird tech note. Nicole will be helping out with updating for each island
- iv. NWQI meetings. Behind schedule. Contract extension to March 30, 2022
- v. Wrote producer spot light for NRCS newsletter for the Waimea field office
- vi. County and NWQI reports are due
- vii. Beehive paid for

## X. Old Business

- a. Website on wordpress
  - i. Agreed on website creation
  - ii. Inform community on services that MKSWCD offers
- b. Google business
  - i. Agreed on creating a google business to help spread services from MKSWCD
- c. Outreach material
  - i. Agreed to purchase material
- d. Purchasing card/bank card
  - i. Agreed to get a credit card



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## XI. New Business

- a. Debit card for one of the bank accounts
  - i. Bank does not offer business credit cards
  - ii. Get a debit card for main account and if works well for the other accounts
    1. Use to purchase materials and any other expenses
    2. Reduce coming down to office to sign checks for reimbursements or other purchases
    3. Debit card can replace petty cash withdrawal from bank
    4. Purchases over \$500.00 need board approval
    5. Approved
- b. Website
  - i. Up and running
  - ii. Changed things around did not like the color scheme originally used
- c. Charlie's term up June 2021
  - i. Will like to continue for next 3 years
  - ii. Nicole need to check if his position is appointed or elected
- d. Liability insurance update- Michelle Watkins
  - i. Hawaii State Risk Management Division- SWCD & HACD employees are not covered under the State liability or any other insurance. SWCD & HACD are not State employees and do not receive any payroll or compensation from the State payroll system
  - ii. Until HACD obtain insurance coverage not allowed to operate any federal or personal vehicle (still require business insurance to operate during business hours)- need to coordinate with NRCS staff
  - iii. Received quote for group insurance \$2,500.00/year not including D&O (directors and officers and injury. To receive quote price all districts and HACD would need to take part
  - iv. Michelle will keep us updated
  - v. Contacted Lisa Konno from King and Neel she referred me to Sean Spencer
    1. They can create a general liability policy with non-owned auto insurance. The non-owned auto insurance is like additional insurance to the insurance on the vehicle that is being driven. The non-owned auto insurance will kick in when the other insurance has been maxed out. NRCS will still be the responsible party since it is their vehicle and insurance. Auto insurance follows the vehicle.
    2. General liability insurance covers slips and falls for clients that come into the office



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- e. Beehive
  - i. General and non-owned vehicle liability insurance
  - ii. \$550.00/year, lowest that Michelle found
  - iii. Insurance is to cover Nicole driving NRCS vehicles
  - iv. Nicole drives on own to meet clients who are doing CTA plans
  - v. Brad not present at meeting, will let Brad know about payment
  - vi. Approved
  
- f. NWQI
  - i. Partners would like to extend contract until March 30, 2022 to allow more time for a stronger community outreach section
  - ii. Outreach will allow community to be involved in the implementation process of the NWQI and hopefully to get people and land owners such as DHHL to apply for NWQI funding to address resource concerns in Waiulaula, Honokoa, and Pelekane watersheds
  - iii. SKCP will be doing the outreach section
  - iv. Pono will talk to Brad about extending the contract because Willie will be abstaining from voting due to being part of the committee in implementing the NWQI
  - v. Pono and Charlie approved
  - vi. Per email Brad approved

End 4:50 PM

### **XII. Adjournment**

Next MKSWCD meeting May 12, 2021 4:00-6:00 P.M. at USDA-NRCS Waimea field office. Individuals requiring special assistance or auxiliary air or services (e.g. sign language interpreter, wheel chair accessibility, or parking designated for the disabled) at the Mauna Kea Soil and Water Conservation District meeting, please contact staff at least 72 hours prior to the meeting at (808) 885-6602 ext. 102 to make arrangements.

## Fernandez, Nicole - FPAC-NRCS, Kamuela, HI

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**From:** Bradley Lau <lausranch@gmail.com>  
**Sent:** Wednesday, April 14, 2021 5:17 PM  
**To:** Pono Von Holt  
**Cc:** Fernandez, Nicole - FPAC-NRCS, Kamuela, HI  
**Subject:** [External Email]Re: NWQI

**[External Email]**

If this message comes from an **unexpected sender** or references a **vague/unexpected topic**;  
Use caution before clicking links or opening attachments.  
Please send any concerns or suspicious messages to: [Spam.Abuse@usda.gov](mailto:Spam.Abuse@usda.gov)

I agree

You have my vote.

THANKS BRAD

Sent from my iPhone

On Apr 14, 2021, at 5:05 PM, Pono Von Holt <pono@ponoholo.com> wrote:

Brad: At our meeting today we discussed an extension to the time of completion for the NWQI project that we are doing the administration for. There is a need for more community outreach to be completed. Good work has been done so far and it is important to do a thorough job on the outreach part. The project was to be completed June 2021. We would like to extend that to March 2022. Since Willie is part of that project he is abstaining from a vote to extend. We need to make the extension request by April 30. Charlie and I agree that it is a worthy project and more success will follow by extending to March of 2022. If you agree, can you signify your vote of approval by responding to me and Nicole with a reply to this email. Mahalo, Pono